**TASK ORDER B**
**ATTACHMENT TO**
**PROFESSIONAL SERVICES AGREEMENT**
**BETWEEN SPONSOR AND ENGINEER,**
**DATED _____, 2020**

**FURTHER DESCRIPTION OF SERVICES OF ENGINEER**

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on July 10, 2018, between **CITY OF GALLUP, NEW MEXICO (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Gallup Municipal Airport (GUP); Gallup, New Mexico

3. **WORK PROGRAM** – Attached

   **Element 1** – *Rehabilitate Apron Approximately 300'x 900' (RE AP IM) (Preservation)*

4. **FEES** - The fees will be as noted below. (All lump sums)

| | |
|---|---|
| **Element 1 – Project Development** | $2,000.00 |
| **Element 1– Design** | |
| Preliminary Design | $6,000.00 |
| Final Design | $2,000.00 |
| **Element 1 – Bidding Services** | $3,000.00 |
| **Element 1 – Construction Period Services** | |
| Construction Administration Services | $1,000.00 |
| Construction Inspection Services | $15,000.00 |
| **Element 1 – Project Closeout** | $2,000.00 |
| **Element 1 – Special Services** | |
| Categorical Exclusion Form | $1,000.00 |
| DBE Program Assistance | $1,000.00 |
| **Engineering Total** | $33,000.00* |

** Plus NMGRT 8.3125%*

5. **ATTACHMENTS** - Required Contact Provisions for A/E Contracts Under Airport Improvement Program

SPONSOR:
**CITY OF GALLUP, NEW MEXICO**

Jackie McKinney, Mayor

ENGINEER:
**ARMSTRONG CONSULTANTS, INC.**

Dennis Corsi, President

**SCOPE OF WORK**
**GALLUP MUNICIPAL AIRPORT**
**AIP NO. 3-35-0019-025-2020**

**ELEMENT #1 REHABILITATE APRON APPROXIMATELY 300'X900' (RE AP IM) *(PRESERVATION)***

1. This work will consist of performing pavement preservation on the airport ramp in front of the airport terminal. Cracks will be routed, cleaned out and filled with crack seal. Following the crack sealing, a rejuvenating seal coat will be applied, if any there are any pavement markings will be repainted and Type I, Gradation A glass beads will be applied.

    1.1. Crack sealing will consist of applying crack sealant meeting ASTM D6692 specifications in all cracks greater than 1/8 inch in width. Cracks 1/8 inch to ½ inch in width will be routed prior to applying crack sealant. Cracks wider than ½ inch will not be routed, but will be cleaned and prefilled with sand or other approved material to within 1 ½ inches below the pavement surface prior to placement of crack sealant. Cracks wider than 1 ½ inches may be sealed with an approved hot applied crack repair mastic. All cracks will be sealed to within ¼ inch below the pavement surface.

    1.2. Seal coating will consist of applying emulsified asphalt seal coat meeting P-608 specifications per FAA AC 150/5370-10G. Sand will be applied to the runway in accordance with the specification. The Contractor will be required to perform friction testing in accordance with P-608.

    1.3. New pavement markings will be designed meet FAA AC 150/5340-1M. glass beads will be specified for the painted surfaces. Any existing markings that do not meet FAA AC 150/5340-1M requirements will either be removed prior to seal coating, or will be perpetuated based on the guidance received from the FAA Program Manager and Sponsor.

    Estimated Construction Cost (Element I) is: $185,000

    Estimated Construction Period is: 10 days[1]

*Note: [1] Should the Contractor exceed the specified construction period, additional construction period fees will be assessed at a rate of $1,900/day. The Sponsor may offset these fees by charging the Contractor liquidated damages in accordance with the Contract Agreement and Special Provisions developed as part of the bid documents for the project.*

## I. PROJECT DEVELOPMENT

The project development phase is intended to complete the necessary preliminary actions required to initiate the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor, FAA, and State to establish parameters for the project definition and work areas, budget and schedule.

2. Develop preliminary cost estimates for the proposed work.

3. Develop a draft Scope of Work narrative for review and approval. The Sponsor may be required to have an independent fee estimate (IFE) performed to validate the proposed engineering fees. The Engineer will assist the Sponsor in getting reimbursed for the cost of this IFE as part of the grant by preparing a request for reimbursement. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.

4. Prepare final Scope of Work and Contract.

5. Update the FAA ODO as required.

6. Prepare Preliminary FAA Grant Application. Preparation of the application will include the following:
   a. Prepare the following forms: SF424 and FAA Form 5100-100.
   b. Prepare Project Narrative and Sketch.
   c. Prepare Preliminary Estimate.
   d. Prepare the Sponsor's Certifications.
   e. Attach the current Grant Assurances.

   The Engineer will submit the application to the Sponsor for approval and signatures.

## II. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. A topographic survey will not be required for this project.

2. A geotechnical investigation will not be required for this project.

3. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.

4. Assist in the preparation of State Aviation grant application.

5. Assist the Sponsor in obtaining a Workforce Solution Project number for the project.

6. Review and evaluate project layout.
   a. Determine aircraft usage through coordination with Sponsor and FAA
   b. Verify existing ALP dimensions and data.

7. Evaluate local conditions:
   a. Inventory local material suppliers, sources and capabilities.
   b. Evaluate drainage conditions/requirements.
   c. Review existing Pavement Strength Survey data.
   d. Review existing electrical system layouts and determine system requirements.

8. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved for Element 1. The following list of drawings will be used as a guideline.

| | DESCRIPTION | ELEMENT 1 |
|---|---|---|
| a | Cover Sheet | 1 Sheet |
| b | General Notes, Legend and Survey Control | 1 Sheet |
| c | Removals Plan | 2 Sheets |
| d | Marking Layout and Details | 2 Sheets |
| e | Construction Safety and Phasing Plan | 1 Sheet |
| | **TOTAL SHEET COUNT** | **7 Sheets** |

Drawings may be added or deleted during the design phase if required.

9. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the FAA and Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.

10. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized for Element 1 may include the following items:

| | |
|---|---|
| Item C-102 | Temporary Air and Water Pollution, Soil Erosion, and Siltation Control |
| Item C-105 | Mobilization |
| Item P-608 | Emulsified Asphalt Seal Coat |
| Item P-620 | Runway and Taxiway Marking |

The added technical specifications for Element 1 may include but not be limited to the following items:

| | |
|---|---|
| Item S-2 | Removals |
| Item S-6 | Watering |

11. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
    a. Project Location Information
    b. Insurance Requirements
    c. Contract Period and Work Schedule and Phasing
    d. Pre-Construction Conference
    e. Utilities
    f. Permits, Taxes and Compliance with Laws
    g. Field Office Requirements
    h. Haul Roads
    i. Testing and Staking
    j. Airport Security, Closure of Air Operations Areas
    k. Accident Prevention
    l. Warranty

12. Prepare and submit necessary design Modifications of Standards (MOS) requests. Requests will be coordinated with the FAA PM prior to submittal. Submittals will be made using the FAA's AGIS web portal.

13. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the FAA, State and Sponsor and solicit preliminary design review comments.

## III. FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with airport operations.

Activities include:

Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.

2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.

3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.

4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, pavement, drainage design, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.

5. Develop bid schedules for construction. This task involves dividing the construction work into separate bid schedules to allow for maximum contract award flexibility in cases of limited available funds, and allow the project to be executed in a manner that minimizes the disruption of the airport aircraft operations.

6. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.

7. Prepare and submit 95% design construction plans, technical specifications, contract documents and special provisions to the FAA, State and Sponsor and solicit design review comments.

8. Incorporate 95% design review comments and respond as necessary to requests for additional information.

9. Conduct final internal review of all design documents and incorporate any necessary changes.

10. Prepare and submit final plans and specifications. Copies will be submitted to the FAA and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA and Sponsor.

11. Prepare and/or assist with necessary forms:
    a. Sponsor Quarterly Report
    b. Strategic Event Coordination Form
    c. Standard Form 271
    d. Standard Form 425

## IV. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below, and the fees listed on pages 1-2, cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising invitation for bids and provide interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor and FAA will be given a hard copy set of the final plans, specifications and contract documents.

2. Provide technical assistance and recommendations to the Airport during construction bidding.

3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda.

4. Attend bid opening at the date and time agreed by the Sponsor.

5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.

6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.

7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

## V. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

### A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules.

2. Prepare and submit a Workforce Solution Project Notice of Award form.

3. Provide Sponsor and FAA with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.

4. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.

5. Review subcontractor contracts to verify compliance with federal contract provisions and DBE program requirements.

6. Conduct pre-construction conference. The conference will be conducted on-site and will be attended by the Project Manager.

7. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.

8. Provide technical assistance and recommendations to the airport during construction. This item includes one (1) additional trip for Element 1, the job site for on-site clarification. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, inspector and Owner for project updates, questions, and instruction.

9. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.

10. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.

**B. Construction Inspection Services**

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.

2. Provide a full-time resident inspector to monitor and document construction progress for Element 1, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.

3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.

4. Conduct final project inspection with the Sponsor, FAA and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action

## VI. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.

2. Assist the Sponsor with completing all necessary grant closeout certifications and forms.

3. Update Pavement Strength Survey form as necessary to reflect new pavement construction.

4. Update the Airport Master Record as necessary and submit to the FAA through the NFDC web portal.

5. Prepare record drawings, indicating changes made to the design during construction. The FAA and Sponsor will each receive one copy of the record drawings in half size (11"x17") format, as well as one in electronic format on a CD.

6. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance. The Final Engineer's Report must be submitted to and approved by the FAA prior to final payment authorization to the Contractor and Engineer.

7. Assist Sponsor in preparing final SF425 and SF271 forms and grant closeout letter.

## VII. SPECIAL SERVICES

Special Services are those services that aren't considered in the tasks listed above. When a Special Service is needed that we do not provide "in-house," we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

1. A Categorical Exclusion (CatEx) package was submitted and approved by the FAA in December 2019.

2. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Program.
   a. Update/Develop the Sponsor's DBE Plan
   b. Calculate a new 3-year DBE goal. Research the current State DOT certified DBE listings and area contractors to determine the availability of potential DBE contractors. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items.
   c. Coordinate with Sponsor to assign DBE Liaison and Reconsideration officials.
   d. Advertise developed DBE goal.
   e. Finalize the DBE plan and goals and assist the Sponsor in submitting these items to the FAA Civil Rights Office

3. No AGIS survey requirements are to be conducted as a part of this contract or project.